

**MINIMUM PLAN REQUIREMENTS**  
**FOR ADDITIONS, GARAGES, AND DECKS, ETC.**

FOUR (4) PLOT PLANS are required to be submitted with all building permit applications. Incomplete plot plans will be not be accepted. A checklist will be provided at the time of building permit submittal to ensure all elements are provided and will require signature by applicant to verify all information to be true and correct.

**PLANS SHALL INCLUDE THE FOLLOWING INFORMATION.**

**I. PLOT PLAN – MUST BE DRAWN TO SCALE.**

- A.) 1" = 20' or 1" = 30' for parcels less than one acre and 1" = 40' or 1" = 50' for parcels over 1 acre. For parcels that exceed 2 ½ acres or of irregular shape, site plan overviews at scales of 1" = 100' are required along with an inset plan of the structure(s) and on-site sewage system at one of the scales identified above.

**General Property Information: Required**

- A.) Property lines and dimensions and street(s) labeled
- B.) Direction of slope on property and the direction of natural drainage
- C.) Slopes that exceed 15%, including any cut banks greater than 4' in height
- D.) North arrow and site plan scale
- E.) Streams, creeks, washes and floodplains

**Existing Property Improvements: Required**

- A.) Location of all existing structures. Label all structures, show dimensions from Structure to property lines and distances between structures
- B.) Location of all existing wells
- C.) Location of all existing drainage facilities
- D.) Location of all existing driveways
- E.) Location of all ingress and egress easements and utility easements (when applicable)

**Proposed Property Improvements: Required**

- A.) Location and dimensions of all proposed structures in relation to property lines and other structures
- B.) Location of all proposed wells
- C.) Location of all new and existing septic tanks and leach fields.
- D.) Location of all new driveways and road improvements and type of material

- E.) Show all utility connections and line directions:
1. Leach field location
  2. Septic location
  3. Water line location
  4. Gas line location
  5. Liquid propane gas tank location or natural gas meter location
  6. Underground L.P. tank location
  7. Air conditioner location
  8. Electric Meter location
- F.) Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
- G.) Some subdivisions have Design Review Boards and require that the plans are approved by them before permit may be issued. A list of Home Owner Associations that require approval is maintained at the Department of Community Development.
- H.) Community Development may also require an accurate topography information when necessary.

**NOTES:** A survey of the lot may be required by the Building Official to verify that the structure(s) is located in accordance with approved plans. 1997 Uniform Building Code, Section 108

## **II.) FOUNDATION PLAN: SCALED ¼" EQUALS 1' FOOT.**

- A.) Fully dimensioned two line drawings. Show all, **Footings, Foundations, Stem walls and Pier locations.**
- B.) **Under slab:** Interior bearing walls, post and column footing locations and sizes. Plumbing drains and vent locations, second floor drain location. Specify any in-floor heating system. Under slab duct runs with material type used and installation methods and electric circuits with conduit and installation methods.

## **III.) FRAMING PLANS: 1<sup>st</sup>. FLOOR, 2<sup>nd</sup>. FLOOR AND ROOF FRAMING PLAN. EACH ON THEIR OWN PLAN. ¼" EQUALS 1 FOOT. SCALE.**

- A.) **Floor framing plans:** Floor joist, type, size and spacing. Girder, type, size, direction, and length of span. Blocking and locations. Decking material: size and or floor sheathing and any mechanical in under-floor locations.
- B.) **Roof framing plan:** Rafters: type, size, and direction. Beams: type, size, direction and length of span. Blocking and locations. Post size and material. Roof sheathing. Ridge, Valleys and Hip sizes and labeled. Roof covering material. Any connections i.e. Hurricane ties, post-to-beam connectors, post bases, straps, etc. Call out mechanical in attic space.

**IV.) FLOOR PLAN: SCALED ¼" EQUALS 1' FOOT, Need full floor plan of existing structure.**

- A.) Fully dimensioned two line drawings, show all walls with openings, interior and exterior walls. Label all rooms, show halls. Stair locations. Cabinets and appliance location. Plumbing Fixture locations. Attic access locations. All plumbing walls should be called out. All locations of furnace, water heaters, decorative appliances, unit heaters, wall heaters, and wood or gas stoves.
- B.) **Door and window sizes and locations.** One per bedroom or any room that could be used as a bedroom.
  - 1. Call out emergency exits.
- C.) **Egress Requirements.** One per bedroom or any room that could be used as a bedroom.
  - 1. 5.7 square feet clear openable (minimum).
  - 2. 20" wide and 24" high (minimum dimensions).
  - 3. 44" maximum sill height from floor
- E.) **Safety Issues.**
  - 1. 5/8"x G.W.B. locations, i.e. garage and under stairs locations.
  - 2. Provide manufacturers specifications for wood or gas stoves.
  - 3. Natural light and ventilation, 1/10<sup>th</sup> the floor area for light and 1/20<sup>th</sup> for ventilation.
  - 4. **Safety glass locations** to be identified i.e. with-in 24" of door jams, with-in tub and shower enclosures less than 60" above the tub floor, with-in stair well and with-in 60" of the top or bottom of stair landings. Glass greater than 9 sq. feet within 18" and more than 36" above floors within 36" horizontal of walking surface.
- F.) 3 copies of the floor plan will be required when a bedroom is added or additional fixtures are added to the resident.

**V.) ELECTRICAL PLAN:**

- A.) Show all receptacle locations. Arc Fault protection for new bedrooms. Show all switch locations. Show all light fixture locations.
- B.) Show all **Smoke Detector** locations: In each new bedroom or sleeping room, and in existing bedrooms. all new hallways and existing hallways giving access to sleeping rooms. Garage, \ basements, workshops, and storage rooms located under habitable area. In vaulted ceilings, 12"to 18" below peak. All new smoke detectors shall be wired to sound together and be equipped with battery back-up. Where smoke detectors are required in existing sleeping rooms, they may be battery operated.

## **VI.) ELEVATION PLAN—SCALED ¼" EQUALS 1' FOOT.**

- A.) Two elevations required, **front** and **side** elevation. Two dimensional drawing. Outside views showing structure and finish. Doors and window size, height, and locations. Call out type of siding, roof covering material, and trim material. Show over-hangs dimensioned. Show Roof ventilation system. Show roof pitch. Chimney height above ridge. Spark arrestor and type of construction.
- B.) On **DECKS** show: height from finish grade to top of deck. Guard rail construction and height, Minimum of 36" from deck to top of guard rail) and any steps with hand rails on concrete pad, with less than 4" spacing between pickets.

## **VII.) CROSS SECTION—SCALED ¼" EQUALS 1' FOOT.**

- A.) Call out all **Finish** and **Rough** construction elements: Footing and stem, girders and joists for 1<sup>st</sup>. and 2<sup>nd</sup>. floor or slab on grade with fill. Stud type and spacing with bottom and top plates. Floor and roof sheathing type and size. Rafters or engineered trusses - type and spacing. Blocking, hurricane ties, gable end bracing, etc. Beam and header sizes and length of span. Insulation in floors, attic and walls. Call out bracing type and location for exterior walls and interior bearing walls. Also all anchor bolts and connectors. Interior finishes and exterior siding type or stucco, and /or brick veneers. Ceiling heights, door and window heights, under floor clearances, minimum wood to earth separation, footing and pier depth below grade.
- B.) **Stair information and details:** Dimension unit rise (8" maximum), unit tread (9" minimum), and head room (6'8" minimum). Show handrails and guardrails. Need a 36" x 36" landing at top and bottom of stairs.

## **VIII.) DETAILS—SCALED ½" EQUALS 1' FOOT.**

- A.) Footing: stem and pier details. Masonry walls, columns and basement foundations details. Ridge beam sizes, over-hang size, plate connections, beam to joist and post-to-beam connections. Retaining wall details and any **Engineering** that may be required. Masonry fireplaces show footing. Block, rebar size and spacing, lintels, fire box, hearth size and chimney. Show 2" of clearance to combustibles or other approved methods. Specifications: Designer or Architect's remarks or stamps, (when required) and all Manufactured truss specification and Engineered floor plans like BCI or TJI floor system.

## **IX) REVISIONS:**

- A.) Changes in approved plans shall be submitted by means of new drawings.
- B.) Addendum letters **PRIOR** to the start of particular work may also be required.

**X.) PREVIOUSLY SUBMITTED PLANS:**

- A.) When a plan is approved by the Coconino County Building Department, future plans of the same structures shall have all corrections completed before submitted. Also, Contractors and individuals who obtain a permit on a consistent interval and know the Building Department policies should make their best efforts to have all requirements and information we request on their plans before they are submitted for Plan Review.

**XI.) List of Home Owner Approvals that are required and shall meet the following requirements:**

- A.) A letter of approval from the Home Owner Association.
- B.) All pages of both sets of plans shall be stamped with an original stamp as approved by the Home Owner Association. No copies of approved stamps will be accepted.

This shall be done before plans may be submitted to the Coconino County Building Division for plan review. Any set of plans for which Home Owner Association approval is required will not be accepted by the Building Division for plan review without these new standardized requirements.

- A.) STARLIGHT PINES
- B.) PINE CANYON
- C.) GREENEHAVEN
- D.) INDIAN GARDENS
- E.) BLUE RIDGE ESTATES
- F.) TAMARRON PINES
- G.) FLAGSTAFF RANCHES GOLF CLUB AND ASPEN SHADOWS
- H.) SLAYTON RANCH ESTATES
- I.) MOGOLLON RANCH
- J.) FOREST HIGHLANDS
- K.) RED LAKES ESTATES UNIT #2
- L.) STARLIGHT PINES RANCHETTES
- M.) SUNSET VISTA

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